

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

July 7, 2006

TO Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: Margaret Donnellan Todd
County Librarian

SUBJECT: **FOURTH QUARTERLY REPORT – RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment efforts for the fourth quarter--the months of April, May, and June 2006. During this quarter, several Library Administrators and Community Library Managers visited library school campuses in four states and conducted interviews to recruit new graduates. The Regional Administrators continued to conduct placement interviews for Librarian I candidates every Friday and promptly filled the vacancies, as feasible. Although the salary and cost of living issues continue to post barriers for filling positions, the Department has made good progress in filling vacancies.

Recruitment--Conferences and Campus Interviews

- A Library Administrator and a Community Library Manager visited the University of Arizona. They gave a brief overview about the County Library to library school students and interviewed seven candidates. Six of them were placed on the eligibility list.
- A Library Administrator contacted five library schools in the Midwest and made arrangements to visit Indiana University and the University of Illinois at Champaign/Urbana. A Community Library Manager teamed with the Library Administrator and traveled to those two campuses in June. At both schools, they met with students before the interviews for a brief presentation about the County Library. They interviewed eleven candidates in Indiana and six candidates in Illinois. Among the seventeen applicants, fourteen were placed on the eligibility list. At the University of Illinois they also talked to three students who are not graduating until 2007.

- An Assistant Library Administrator and a Regional Youth Services Coordinator went to New York City to recruit library school graduates from the metropolitan area in New York. They interviewed eleven candidates. Among the eleven, six came from Pratt Institute, two from Queens College, one from Rutgers University, and two from Long Island University. The Assistant Library Administrator will contact Band 1 candidates to encourage them to take the placement interview.
- At the American Library Association (ALA) Conference in New Orleans in June, the County Library 'posted librarian job openings on ALA's website. The Recruitment Task Force distributed the County Library's brochures to conference attendees and interviewed two candidates, who were placed on the eligibility list. The University of Illinois Library School had a booth on the exhibit floor at ALA in New Orleans.
- Two managers attended the UCLA Information Studies Internship/Career Fair on April 19 and 20. They spoke to many students about employment opportunities and received more than twenty interest forms to apply for an internship position with the County Library.

Internships

- The Recruitment Task Force interviewed 12 Librarian Intern candidates and placed seven of them at various community libraries. More interviews will be conducted as new names appear on the eligibility list.

Publicity

- In addition to advertising Librarian job openings in professional journals and online sources, the Department also did online job posting at the ALA New Orleans Conference. The Department has also arranged for a space in the Placement Center at the Joint Conference of Librarians of Color (JCLC) in October.

Results

- During this quarter, the Department filled ten Librarian I vacancies; nine persons already began working at various community libraries; one will start in July. Six Librarians left County employment for a net increase of four. Of the six who left, two left for positions at other libraries with higher salaries, two left for personal reasons, one retired, and one was released. At the present time, there are thirty-four Librarian I positions vacant, five less in comparison to last quarter.

Each Supervisor
July 7, 2006
Page 3

As stated repeatedly in our previous reports, until salary and classification issues are made competitive, the recruitment and retention of librarians will remain a big challenge for the Department. For example, during this period, one candidate who accepted a Children's Librarian position later declined the offer when her current employer gave her a significant salary increase to stay.

MDT:rmo
c_Board Motion

c: David Janssen, Chief Administrative Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons